

**UNITED STATES BANKRUPTCY COURT**

NORTHERN DISTRICT OF NEW YORK  
OFFICE OF THE CLERK  
KIM F. LEFEBVRE - CLERK

**ALBANY DIVISION**

JAMES T. FOLEY COURTHOUSE  
445 BROADWAY, SUITE 330  
ALBANY, NEW YORK 12207  
(518) 257-1661  
Fax:(518) 257-1650

**SYRACUSE DIVISION**

JAMES M. HANLEY FEDERAL BUILDING  
100 S. CLINTON ST., ROOM 315  
P.O. BOX 7008  
SYRACUSE, NY 13261-7008  
(315) 295-1600  
Fax (315) 295-1655

**UTICA DIVISION**

ALEXANDER PIRNIE FEDERAL BUILDING  
10 BROAD ST, ROOM 230  
UTICA NEW YORK 13501  
(315) 793-8101  
Fax:(315) 793-8128

**REPLY:**

Date:

To:

From: Kim F. Lefebvre  
Clerk of Court

By: \_\_\_\_\_  
Deputy Clerk

RE: Notice of Appeal filed on: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Adversary Number: \_\_\_\_\_

Adversary Name: \_\_\_\_\_

You are hereby notified of the filing of a Notice of Appeal in the above-captioned case/proceeding. The Record on Appeal will be transmitted upon its completion pursuant to Fed. R. Bank. P. 8007(b).

The attorney of record is hereby notified that the actual items designated need to be submitted to the Bankruptcy Court in pdf format on a CD ROM.

By copy, parties to the appeal and the United States Trustee are provided with service of the Notice of Appeal pursuant to Fed. R. Bankr. P. 8004.

encl.

cc: United States Trustee